KTRS EMPLOYER'S ANNUAL REPORT (PR-STW-3)

AUGUST 1999

VERSION (3.0)

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KTRS EMPLOYER'S ANNUAL REPORT

DESCRIPTION

The *KTRS Employer's Annual Report, Form R-2a*, can be generated in MUNIS at the end of the fiscal year in printed or magnetic media output.

- KTRS salary and contribution information originate from payroll accumulators.

- The report includes employee and, where applicable, matching contributions for district employees.

- The **Gen** (Generate from Recurring Pay) will allow the district to default 'Contract Days' for ranges of Summary Classes or default 'Contract Days' from the KY Contract File.

- **Days Paid** will default to **Contract Days** for each employee.

- Each employee record can be edited and additional records added as necessary.

KTRS Employer's Annual Report will automatically provide the required information for a majority of employees. However, there will be employee records that must be edited to accurately reflect contribution information.

This document provides detailed instructions for generating the KTRS Employer's Annual Report in MUNIS. The document is separated into several sections as described below:

- **Preparing to Generate the KTRS Report** - provides suggestions for reviewing payroll data prior to generating the KTRS Report file in MUNIS.

- **Generating the KTRS Report File** - provides instructions for generating a file of all employees with KTRS contributions in MUNIS.

- **Editing Employee Information** - provides instructions for editing KTRS employee records in the KTRS Report file.

- **Producing the KTRS Magnetic Media File** - provides instructions for creating the KTRS magnetic media file and transferring the file to diskette.

- **Preparing Other KTRS Annual Reports** - describes data that can be generated from the MUNIS KTRS Report file to assist in producing other KTRS annual reports, such as the R-3 and R-4 forms.

- **Understanding the KTRS Retirement F/M Screen**- provides information about the KTRS Retirement F/M screen used to edit the KTRS Report file.

NOTE: *Summary Classes, rather than Job Class Codes, are now used to generate the KTRS Report. For more information on Summary Classes, see the document Setting Up Employee Classification Codes (PR-ADM-5) in the Setup & Administration section.*

PREPARING TO GENERATE THE KTRS REPORT

Before generating the MUNIS KTRS Employer's Annual Report, districts are encouraged to **print** a Payroll Accumulators Report to assist in reconciling MUNIS Payroll Accumulators to monthly KTRS contributions reports.

To Generate the Payroll Accumulators Report, Select:

B) PAYROLL & PERSONNEL

    B) Employee Maintenance & Reports

        J) Accumulators Report

The following screen is displayed:

```
 Session    Edit   Commands    Settings    Help

                       ──ACCUMULATORS REPORT──
Action:    Find  Next  Prev  Browse  Rpt-Options   Output   Exit
Query the current database table.

  Emp # [      ]  Last  [                    ]    First [            ]
    SSN [          ]

            Year                    [    ]
            Earning/Deduction Code  [    ]
            Frequency               [ ]
            Cycle (Month, Qtr #)    [  ]

            Hours                   [          ]
            Employee Amount         [          ]
            Employer Amount         [          ]
            Employee Gross          [          ]
```

1. Select **Find** from the Ring Menu.

2. Enter the following information to produce a fiscal year report:

Field Name	Description
Year	The fiscal year to report to KTRS.
Earnings/ Deduction Code	Enter either the range of deductions for the district (e.g., 7000:7005 or 7000..7005) or specific codes by using the comparison symbols (e.g., 7000|7005|7500|7050).
Frequency	Enter **F** for Fiscal. **NOTE:** *If more detailed information is needed to complete the reconciliation, districts may query (M)onthly or (Q)uarterly for the Frequency.*

3. Press **ESC** to select the records.

4. Select **Rpt-Options** from the Ring Menu.

The following screen is displayed:

```
Session    Edit    Commands    Settings    Help

─────────────────────── ACCUMULATORS REPORT ───────────
Action:    Find   Next   Prev   Browse   Rpt-Options   Output   Exit

 Action:    Define   Exit
 Define report output options.

  Print Hours Worked      [Y]      Sort Option  [1] 1 Employee #
  Print Employee Amt      [Y]                       2 Employee Name
  Print Employer Amt      [Y]                       3 SSN
  Print Gross Amt         [Y]                       4 Loc/Org/Emp #
  Print Employee Liq      [Y]                       5 Loc/Org/Name
  Print Employer Liq      [Y]

  Subtotal By Employee    [N]      Subtotal By Loc    [N]
  Print Years Descending  [Y]      Page Break By Loc  [N]
                                   Subtotal By Org    [N]
                                   Page Break By Org  [N]
                                   Totals Only        [N]

```

5. Select **Define** from the Ring Menu to choose the report output options.

6. Select a **Sort Option** of **3** for **SSN** to assist in reconciling to the *KTRS R-2a Form*.

    Select a **Sort Option** of **2** for **Employee name** and set the **Subtotal By Employee** field to **Y** to assist in reconciling to the *Teacher Retirement System Escrow and Matching Report*.

7. Press **ESC** to save the report output options.

8. Select **Exit** from the Ring Menu to return to the first screen.

9. Select **Output** and **Print** the report.

10. Review the report for possible discrepancies.

Contribution totals on the *Payroll Accumulator Report* may be compared with monthly *Teacher Retirement System Escrow and Matching Reports* to identify discrepancies.

GENERATING THE KTRS REPORT FILE

The KTRS Employer's Annual Report builds a file of records for all employees with KTRS payroll deduction accumulator records. This program includes **any** employee records that have accumulators for the selected deduction(s).

KTRS will accept a single employee record for base, extended days and extra service earnings contributions provided the employee was paid the full contract amount. Additional records are necessary for employees with docked days, partial year contracts, etc.

A range of KTRS deductions can be specified in the **Generate option**. If KTRS deduction numbers are not within a single range, the generate (**Gen**) option may be run for each KTRS deduction (or each range of KTRS deductions). Each time the generate option is run, the selected records are added to the KTRS file.

Conversely, to delete all records from the KTRS file and generate a new set of records, select the **Clear** menu option. This will clear **all** records from the file and generate a new file of KTRS records.

To Generate the KTRS Report, Select:

B) PAYROLL & PERSONNEL

    F) Retirement & State Specific

        B) State of Kentucky

            D) KY Teacher Retirement

The following screen is displayed:

```
 Session    Edit    Commands    Settings    Help

───────────────────────── KENTUCKY RETIREMENT F/M ─────────────
Action:    Find   Next   Prev   Browse   Add   Update   Del   Output   Gen   ...
Query the current database table.
  Emp # [      ]  Last  [                    ]    First [                ]
    SSN [         ]

              Record Number        [ ]
              Group                [     ]
              Job                  [     ]
              Days Paid            [      ]
              Contract Days        [      ]
              Dock Rate            [      ]
              Late Entrant         [ ]

              Salary               [          ]
              Emp Contribution     [         ]
              Matching Gross       [          ]
              Matching Contrib     [         ]
```

1. Select **Gen** from the Ring Menu.

The following screen appears:

```
  Session    Edit    Commands    Settings    Help

Action:   Find   Next   Prev   Browse   Add   Update   Del   Output   Gen   ...
 Action:     Define   X=Gen   Clear   Exit
 Define generate criteria
      Unit Number    [     ]
      Fiscal Year    [    ]
      Contract Days from Contract File [Y]
      Retirement Deductions From [7000] To [7005]
  Job Class    From      To          Contract Days
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
               [     ] [     ]          [          ]
```

2. *If running **Gen** for the **first time** this fiscal year,* select **Clear** from the Ring Menu to clear out old data. Enter **Y** to continue at the prompt, "WARNING!!!! This function will delete all information from this file."

3. Select **Define** from the Ring Menu.

4. Enter the following fields:

Field Name	Description
Unit Number	Enter the district KTRS identifier. Precede the district KTRS (unit) number with zeros for a total of 5 characters.
Fiscal Year	Enter the fiscal year to be reported to KTRS.
Contract Days from Contract File	Enter **Y** to default contract days from the KY Contract File.
Retirement Deductions	Enter the range of district KTRS deductions (i.e., 7000 to 7005).
Job Class/Contract Days	Enter the ranges of employee Summary Class(es) that contract for the same number of days in a contract year. This information is used to default contract days on KTRS employee records and is only accessible if **N** is entered in the **Contract Days from Contract File** field. Contract days may be updated on individual employee records.

5. Press **ESC** to save the file definition.

6. Select **X-Gen** from the Ring Menu to generate the KTRS file.

EDITING EMPLOYEE INFORMATION

As noted in the previous section, the **Gen** Ring Menu option generates a single record per employee that summarizes all earnings and contributions. **KTRS will accept a single employee record for base, extended days, and extra service earnings contributions, provided the employee was paid the full contract amount.** Additional records are necessary for employees with docked days, partial year contracts, etc.
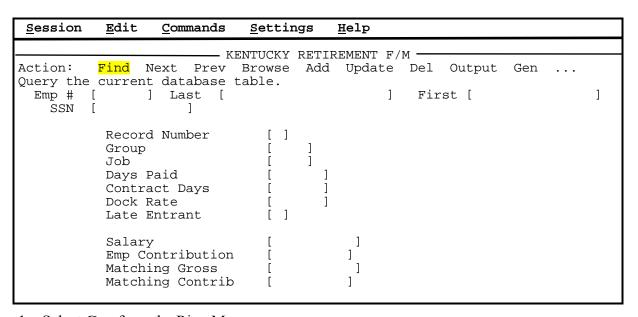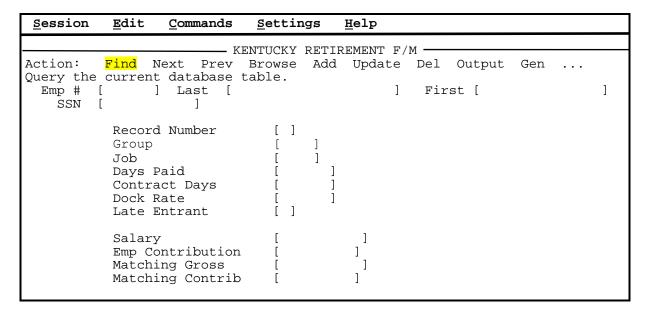
To Edit Records in the KTRS Report File:

B) PAYROLL & PERSONNEL

    F) Retirement & State Specific

        B) State of Kentucky

           D) KY Teacher Retirement

The following screen appears:

```
  Session    Edit    Commands    Settings    Help

──────────────────────────── KENTUCKY RETIREMENT F/M ────────────────
Action:   Find   Next   Prev   Browse   Add   Update   Del   Output   Gen   ...
Query the current database table.
  Emp # [        ]  Last  [                      ]    First [                    ]
    SSN [          ]

            Record Number      [ ]
            Group              [     ]
            Job                [     ]
            Days Paid          [        ]
            Contract Days      [        ]
            Dock Rate          [        ]
            Late Entrant       [ ]

            Salary             [           ]
            Emp Contribution   [          ]
            Matching Gross     [           ]
            Matching Contrib   [          ]
```

1. Select **Find** from the Ring Menu.

2. Enter criteria in selected fields to limit the Find set.

    Refer to *Understanding the KTRS Retirement F/M Screen* in this document for field definitions and ring menu option clarifications.

NOTE: *Employee number, name, and SSN must be updated from the MUNIS Employee Master File Maintenance menu.*

3. Select **Add** to enter additional records for an employee and to add employee records not created when the KTRS file was generated.

4. Two Ring Menu options can be used to print records in the KTRS file:

    *   **Output** - provides the same output options found throughout the MUNIS application. It will output the KTRS file for the selected set of employees, in employee name or employee SSN order.

    *   **R-2a** - prints records for all employees in the file in the KTRS R-2a record format.

Examples For Adding And Updating KTRS Records

Following are several examples of records that may be added for employees with specific circumstances that impact KTRS reporting.

If you are not sure how to calculate a particular contribution record, contact Donna Smith, Kentucky Teacher Retirement System, 502-573-3266, for assistance.

<u>**An employee who completed the contract year:**</u>

The **Record Number** for this record type will be 0, blank, or 1.

```
┌──────────────────────────────────────────────────────────────────────┐
│ Session    Edit    Commands    Settings    Help                       │
├──────────────────────────────────────────────────────────────────────┤
│────────────────────────── KENTUCKY RETIREMENT F/M───────────────────  │
│ Add:  ESC to ADD, CTRL-P to CANCEL                                     │
│ Enter gross subject to Federal retirement contribution.               │
│   Emp # [   15]  Last  [WITCH              ]   First [EDWINA      ]    │
│     SSN  [111-11-1152]                                                 │
│                                                                        │
│             Record Number     [0]          CONTRACT SALARY            │
│             Group             [CERT]        CERTIFIED PERSONNEL        │
│             Job               [2040]        ELEMENTARY CLASSROOM INSTRUCT│
│             Days Paid         [185.00]                                 │
│             Contract Days     [185.00]                                 │
│             Dock Rate         [  0.00]                                 │
│             Late Entrant      [ ]                                      │
│                                                                        │
│             Salary            [ 32,589.90]                             │
│             Emp Contribution  [ 3,211.69]                             │
│             Matching Gross    [      .00]                             │
│             Matching Contrib  [      .00]                             │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

An employee with docked days:

The record number for this record type will be 0, blank, or 1.

```
Session    Edit    Commands    Settings    Help

──────────────────── KENTUCKY RETIREMENT F/M ────────────────────
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen  ...
Query the current database table.
  Emp # [    15]  Last  [SCISSORHANDS        ]   First [EDWARD       ]
    SSN  [111-11-1153]

              Record Number       [0]          CONTRACT SALARY
              Group               [CERT]        CERTIFIED PERSONNEL
              Job                 [2040]        ELEMENTARY CLASSROOM INSTRUCT
              Days Paid           [145.00]
              Contract Days       [185.00]
              Dock Rate           [211.51]
              Late Entrant        [ ]
                                             ┌─────────────────────────────┐
                                             │ NOTE:  The salary field must │
              Salary              [ 39,129.35]│        be modified to reflect│
              Emp Contribution    [ 3,022.45] │        the full contract amount│
              Matching Gross      [      .00] │        if the employee does not│
              Matching Contrib    [      .00] │        work the full number of│
                                             │        contract days.        │
                                             └─────────────────────────────┘
```

An employee who MUST report Extra Service on a separate record:

```
Session    Edit    Commands    Settings    Help

──────────────────── KENTUCKY RETIREMENT F/M ────────────────────
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen  ...
Query the current database table.
Emp # [502147]  Last  [OHARA               ]   First [SCARLET      ]
    SSN  [111-11-1183]

              Record Number       [2]          EXTRA SERVICE
              Group               [CERT]        CERTIFIED PERSONNEL
              Job                 [5145]        GIFTED EDUCATION-XDUTY
              Days Paid           [ 0.00]
              Contract Days       [ 0.00]
              Dock Rate           [ 0.00]
              Late Entrant        [ ]

              Salary              [    319.00]
              Emp Contribution    [    31.44]
              Matching Gross      [      .00]
              Matching Contrib    [      .00]

                          2 of 2
```

An employee sick leave payment. Record Number must be '8':

```
Session    Edit    Commands    Settings    Help
──────────────────── KENTUCKY RETIREMENT F/M────────────────────
```

```
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen  ...
Query the current database table.
Emp # [   20] Last [CROCKER            ]  First [BETTY        ]
    SSN [111-11-1102]

                  Record Number     [8]          SICK LEAVE
                  Group             [CERT]        CERTIFIED PERSONNEL
                  Job               [2060]        HIGH SCHOOL CLASSROOM INSTR
                  Days Paid         [  0.00]
                  Contract Days     [  0.00]
                  Dock Rate         [  0.00]
                  Late Entrant      [ ]

                  Salary            [ 11,950.00]
                  Emp Contribution  [ 1,177.67]
                  Matching Gross    [      .00]
                  Matching Contrib  [      .00]
```

An employee who enters a position during the fiscal year:

```
Session    Edit    Commands    Settings    Help
────────────────────── KENTUCKY RETIREMENT F/M──────────────────────
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen  ...
Query the current database table.
Emp # [   45] Last [APPLESEED          ]  First [JOHNNY       ]
    SSN [111-11-1110]

                  Record Number     [0]
                  Group             [CERT]        CERTIFIED PERSONNEL
                  Job               [2040]        ELEMENTARY CLASSROOM INSTRCT
                  Days Paid         [150.00]
                  Contract Days     [185.00]
                  Dock Rate         [165.67]
                  Late Entrant      [Y]

                  Salary            [ 30,648.95]
                  Emp Contribution  [ 2,449.04]
                  Matching Gross    [      .00]
                  Matching Contrib  [      .00]
```

A part-time employee. Record Number must be 'P':

```
Session    Edit    Commands    Settings    Help
────────────────────── KENTUCKY RETIREMENT F/M──────────────────────
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen  ...
Query the current database table.
Emp # [   45] Last [APPLESEED          ]  First [JOHNNY       ]
    SSN [111-11-1110]
```

```
        Record Number      [P]
        Group              [CERT]        CERTIFIED PERSONNEL
        Job                [2040]        ELEMENTARY CLASSROOM INSTRCT
        Days Paid          [150.00]
        Contract Days      [185.00]
        Dock Rate          [165.67]
        Late Entrant       [ ]

        Salary             [ 30,648.95]
        Emp Contribution   [ 2,449.04]
        Matching Gross     [      .00]
        Matching Contrib   [      .00]
```

PRODUCING THE KTRS MAGNETIC MEDIA FILE

The KTRS Magnetic Media File can be produced from the Kentucky Retirement F/M screen once verification of contribution data is complete.

To Generate the KTRS Magnetic Media File:

1. Select **Mag-Media** from the Ring Menu.

    This will generate a magnetic output file in the spool directory. The filename will be in the format TRSddd.sss, where ddd stands for the District Number and sss for the sequence number.

Transferring the KTRS Magnetic Media File to Diskette

The *KTRS Magnetic Media File* must be transferred to a diskette for submission to the Kentucky Retirement System. See the document titled *Transferring Files from the RS6000 to KDE and Other Agencies (OSA-10)* in the *MUNIS System Administration User Guide*.

PREPARING FOR OTHER ANNUAL KTRS REPORTS

KTRS requires that districts submit other KTRS employee deduction(s) reports. The following section will describe data that can be generated from the MUNIS KTRS Report file option to assist districts in the completion of other KTRS required Annual Reports.

Form R2 - Annual Report Reconciliation Sheet

The **R-2a** report generated in MUNIS provides totals for **Regular Full-time** employees, **Part-time** employees, and **Sick Leave** payments at the end of the report to assist districts in completing Part B of the Annual Report Reconciliation Sheet.

Part-time Employee Report (Form R-3)

On the Kentucky Retirement F/M screen, select **Find** on Record Number [**P**] (part-time employee) to return only part-time employees. Select **Output** to generate a report of the part-time employees.

Accumulated Sick Leave Report (Form R-4)

On the Kentucky Retirement F/M screen, Select **Find** on Record Number [**8**] (Employee's sick leave payment upon retirement) to return only sick leave payment records. Select **Output** to generate a report of the employees with sick leave payment.

UNDERSTANDING THE KTRS RETIREMENT F/M SCREEN

```
Session    Edit    Commands    Settings    Help
────────────────────────── KENTUCKY RETIREMENT F/M──────────────────────
Action:  Find  Next  Prev  Browse  Add  Update  Del  Output   Gen   ...
Query the current database table.
  Emp # [      ]  Last  [                      ]   First [               ]
    SSN  [           ]

             Record Number       [ ]
             Group               [    ]
             Job                 [    ]
             Days Paid           [      ]
             Contract Days       [      ]
             Dock Rate           [      ]
             Late Entrant        [ ]

             Salary              [           ]
             Emp Contribution    [          ]
             Matching Gross      [           ]
             Matching Contrib    [          ]
```

Ring Menu Options

Ring Menu Option	Description
Gen	Defines and creates a maintainable file of employee information extracted from employee accumulator files.
	Define Establishes the selection criteria.
	X-Gen Creates a file of employee(s) and associated information based on the Define option.
	Clear Removes all employees from the file.
Find	Locates the desired employee(s) in the KTRS Report file.
Update	Updates all fields except Employee Number, Employee Name and SSN.
Del	Deletes the record currently displayed from the KTRS Report file.
Add	Adds additional records per employee and new employee records to the KTRS Report file.
Output	Generates a list (sorted by employee name or number) which details most of the information on the screen.

Ring Menu Option	Description
Mag-Media	Generates the magnetic output file in the spool directory. The filename is in the format TRSddd.sss, where ddd stands for the District Number and sss stands for the sequence number.
R-2a	Prints the KTRS R-2a Form.
X-Recal	Recomputes the current employee salary.

Field Definitions

Field Name	Description
Emp #, Last, First, SSN	Employee identification information.
Record Number	Distinguishes between a regular employee, part-time employee and an employee that will receive a sick leave payment upon retirement.<table><tr><td>**Record Code**</td><td>**Description**</td></tr><tr><td>**b** (blank), **0**, or **1**</td><td>Regular contract contributions</td></tr><tr><td>**2 - 6**</td><td>Undefined additional payment</td></tr><tr><td>**8**</td><td>Sick leave payment upon retirement</td></tr><tr><td>**P**</td><td>Part-time employee data</td></tr></table>
Group, Job	The employee's Group/BU Code and Summary Class.
Days Paid	Days for which pay was received including sick leave, annual leave, etc. Days associated with final payment for annual leave, accumulated sick days, compensatory time, etc. should not be included in days paid.
Contract Days	Number of days an employee contracts to work during a given fiscal year.
Dock Rate	The value used to reduce an employee's salary for each day missed without pay.
Late Entrant	An employee who enters a position after the normal start-up time (within the fiscal year) for that position. Enter 'Y' if the employee is a late entrant. *Shown as an * on the R-2a report.*

Field Name	Description
Salary	The **actual** salary the employee received during the fiscal year subject to KTRS, if the employee worked the full contract year. If the employee did not work the full contract year, this field must be modified to reflect the full year contract salary.
Emp Contribution	The employee's Teacher's Retirement contribution withheld during the fiscal year ending June 30th. *Do not create records if the contribution is zero.*
Matching Gross	The salary an employee was paid from non-state (primarily Federal) funds.
Matching Contrib	The portion of the RETIREMENT CONTRIBUTION paid from non-state (primarily federal) funds requiring the employer to submit a matching contribution.